

# 2014 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
127	2	A	2

**Budget Action Title:** Add \$400,000 in GSF to the Legislative Department

Has CIP Amendment: No Has Budget Proviso: No

Councilmembers: Budget Committee

Staff Analyst: Eric Ishino; Ben Noble; Susana Serna

Council Bill or Resolution:

Date		Total	SB	BH	TR	RC	TB	NL	JG	SC	MO
	Yes										
	No										
	Abstain										
	Absent										

## Summary of Dollar Effect

See the following pages for detailed technical information

	2013 Increase (Decrease)	2014 Increase (Decrease)
<b>General Subfund</b>		
<b>General Subfund Revenues</b>	\$0	\$0
<b>General Subfund Expenditures</b>	\$0	\$400,000
<b>Net Balance Effect</b>	\$0	(\$400,000)
<b>Total Budget Balance Effect</b>	\$0	(\$400,000)

### Budget Action description:

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This action would add position authority and funding for a full-time Paralegal Assistant II and funding for a vacant unfunded full-time Legislative Information Specialist II in the Office of the City Clerk. This action also provides additional resources to increase the Council's consultant budget, fund the on-going costs of a 2013 staff restructuring and address other personnel needs.

The Paralegal Assistant II will be responsible for supporting the Public Records Officer in overseeing compliance with the Public Records Act, providing assistance to requestors, coordinating department responses to requests and fulfilling requests in a timely manner.

The Legislative Information Specialist II will organize, preserve and provide access to the City's public records. This position performs high level analytical and research tasks and is responsible for quality assurance processes which ensure accurate data.

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## **Background**

### ***Paralegal Assistant II***

The current Public Records Officer oversees compliance with the Public records Act, provides assistance to requestors, coordinates with Departments on requests, and protects records from destruction.

Annual public records requests have steadily increased from 114 in 2007 to 179 in 2012. As of October 2013, 200 requests have already been received. Due to the high volume of requests it is becoming increasingly difficult for one position without assistance to respond to all requests, comply with the Public Records Act requirements and to maintain open government transparency.

### ***Legislative Information Specialist II (LIS II)***

Since 2010, one Legislative Information Specialist II (LIS II) position has remained vacant in the City Clerk's Legislative Operations Unit. During the past three years, the less complex duties of this position have been carried out by temporary staff and work study students. Temporary employees work well for short term assignments; however work study and temporary hires require reoccurring training, supervisory support and monitoring of the quality of their work by staff.

The Office of the City Clerk (OCC) is currently providing a decreased level of service. With the proper skill level, the OCC can provide increasingly reliable, accurate access to official records maintained by the OCC. It is difficult to sustain the demand for increased online resources with only one of the two LIS II positions filled. This dedicated LIS II position's skills will increase the access to online resources to support open government transparency.

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### Budget Action Transactions

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#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Add appropriation for Legislative Info. Spec. in City Clerk				LEG	Legislative Department	G1100	00100	2014		\$91,000
2	Add Paralegal Asst. II to City Clerk	Paralegal Asst II - FT	1	1	LEG	Legislative Department	G1100	00100	2014		\$84,000
3	Add appropriation to increase Council consultant budget, address costs of 2013 restructuring and other personnel needs				LEG	Legislative Department	G1100	00100	2014		\$225,000